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## PART – I

### Notifications, Orders and Declarations by Haryana Government

#### HARYANA GOVERNMENT

#### ANIMAL HUSBANDRY & DAIRYING DEPARTMENT

#### Notification

The 15th October, 2020

#### Online Transfer Policy of Veterinary Surgeons

No. 5012(CFMS)–A.H.–3–2020/6821.—

1. **Vision:** To ensure equitable distribution of Veterinary Surgeons at different locations in a fair and transparent manner and to maximize job satisfaction amongst Veterinary Surgeons and further to improve performance of the Department.
2. **Application:** This policy shall be applicable to all the regular Veterinary Surgeons of the Department of Animal Husbandry & Dairying, Haryana.
3. **Definitions:** In this policy, unless there be anything repugnant in the subject or context;
  - a. **'Blocked Posts'** means the vacancies of Veterinary Surgeons remained unfilled at any given point of time due to shortage/rationalisation of Veterinary Surgeons in the Department.
  - b. **'Competent Authority'** means Administrative Secretary to Government, Department of Animal Husbandry & Dairying Haryana.
  - c. **'Core posts'** means the posts of Veterinary Surgeons other than non-core posts mentioned at (e) below.
  - d. **'Deemed Vacancy'** means a post occupied by such Veterinary Surgeon, who has either completed maximum permissible tenure under this policy; or has completed minimum required tenure and has opted for participation in transfer drive.
  - e. **'Non-core Posts'** mean the posts of Veterinary Surgeons at only those institutions where specialized veterinary services are provided by the department in wider public interest viz.
    - (i) State Disease Diagnostic Laboratory, Sonipat
    - (ii) Government Vety. Polyclinics at Bhiwani, Jind, Rohtak, Rewari, Sonipat and Sirsa.
    - (iii) Pet Animal Medical Centre, Panchkula.

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(iv) Haryana Veterinary Vaccine Institute, Hisar.

(v) Haryana Veterinary Training Institute, Hisar

In **clause (e) i** above, preference should be given to those Veterinary Surgeons who have post-graduation in the field of Veterinary Microbiology, Veterinary Pathology, Veterinary Biochemistry, Veterinary Medicine, Animal Biotechnology and who have done any special course or training in diagnostic field.

In **clause (e) ii & iii** above, preference should be given to those Veterinary Surgeons who have post-graduation in the field of Veterinary clinical subjects like Veterinary Medicine, Veterinary Gynaecology & Obstetrics and Veterinary Surgery.

In **clause (e) iv** above, preference should be given to those Veterinary Surgeons who have post-graduation in the field of Veterinary Microbiology, Veterinary Immunology and Animal Biotechnology.

In **clause (e) v** above, preference should be given to those Veterinary Surgeons who have at least five years teaching/training/ field service experience with post-graduation in the field of Animal nutrition, Veterinary Gynaecology & Obstetrics, Veterinary Biochemistry, Veterinary Extension Education, Veterinary Surgery, Veterinary Medicine, Animal Breeding & Veterinary Pathology.

**Note.**— 1 Half (50%) of these Non-Core Posts might be converted into Core Posts as per the discretion of DG, AH&D at the time of Online transfer drive so that continued learning of new incumbents in these institutions with experienced staff will improve the performance of the department and job satisfaction amongst Veterinary Surgeons which is in line with the vision of this Online transfer policy document.

- f. **'Prescribed Tenure'** means the tenure of appointment for a period of five years. While calculating the tenure of a Veterinary Surgeon for the purpose of this policy, the date from which someone is working at a particular place of posting as on 31st March of the calendar year of transfer shall be counted irrespective of the fact he has been appointed by temporary transfer or otherwise. However, a Veterinary Surgeon may participate in the transfer drive subject to completion of minimum three years' service at a particular place of posting.
- g. **'Qualifying date'** for the purpose of calculation of vacant post(s) shall be the 31st March of the calendar year of transfer.
- h. **'Service'** means duty period and all kinds of leave including extraordinary leave availed by a Veterinary Surgeon during the prescribed tenure.
- i. **'Special Category'** means the Veterinary Surgeons who are visually impaired or the differently abled or their child(ren) and spouse, women Veterinary Surgeons, Veterinary surgeons belonging to women headed households, widows, widowers, couple case, Veterinary Surgeons suffering from Diseases of Debilitating Disorder;
- j. **'Permanent Address'** means permanent residential address of the Veterinary Surgeon as per service record.
- k. Reference to 'he' includes 'she' too and 'him' includes 'her' too.
- l. **'Transfer'** means posting/appointment from one place of posting to another on or before completion of prescribed tenure at a place of posting;
- m. **'Vacant Post'** means:
  - (i) a post not occupied by any Veterinary Surgeon;
  - (ii) a post presently occupied by a Veterinary Surgeon for a period of five years or more *i.e.* have completed the prescribed tenure on qualifying date;
  - (iii) a post on which a Veterinary Surgeon has been appointed by temporary transfer or due to non-availability of online transfer drive;
  - (iv) a post occupied by a Veterinary Surgeon who has not completed the prescribed tenure but has completed three years on qualifying date and is willing to take part in online transfer drive.

**Note 1.**— *The Blocked Posts shall be excluded from the number of vacant posts for transfer.*

**Note 2.**— *The post against which an employee has been posted/ transferred on compulsion of administrative reasons or litigation nature shall be excluded from the number of vacant posts for transfer.*

**Note 3.**— Department will prepare the list of vacant posts for transfer and notify them for the Veterinary Surgeons. Depending upon input from stakeholders, such list may be amended at the sole discretion of competent authority, if required.

The first online Transfer drive under the present policy will be implemented within a reasonable time after of notification of the online transfer policy.

#### 4. General Principles:

##### (i) Time Schedule for online transfers:

- (a) General transfers online will be made only once in a year. However, transfer/posting necessitated by direct recruitment or repatriation or any other reason, posts needed to be filled up in public interest, can be made anytime by the competent authority.
- (b) The Online process will ordinarily, be completed upto 31st March and implemented after 31st March. However, the aforesaid time schedule can be changed as per exigency/convenience of the department. The online process for the first transfer drive under the present online Transfer policy will be completed upto 15th November, 2020 and implemented after 15th November, 2020. Further, the qualifying date for the first Transfer drive shall be 15th November, 2020.

##### (ii) Liable to be posted anywhere:

Veterinary Surgeons are liable to be transferred under this policy at any place of posting anywhere in the State, in public interest, on completion of prescribed tenure.

##### (iii) Veterinary Surgeons posted in institutions, which have been declared vacant due to completion of prescribed tenure on qualifying date, shall compulsorily participate in the transfer drive. In case of non-participation, they are liable to be transferred anywhere in the state.

##### (iv) All transfers shall be implemented within 7 days of issuance of transfer orders.

##### (v) Computerization of relevant service record of Veterinary Surgeons:

It shall be the responsibility of all DDO's for accuracy and regular updating of Data in HRMS /MIS for all Veterinary Surgeons under its establishments which may be seen by the concerned Veterinary Surgeons.

##### (vi) Rationalization and Blocking of posts:

To avoid disproportionate concentration of Veterinary Surgeons in a particular district, the department will rationalize their sanctioned posts and also block actual vacant posts to be kept vacant in ratio of vacant posts to the sanctioned posts in the transfer drive.

#### 5. Specific Veterinary Cadre requirements in the transfer policy for providing Specialist Animal Health Services in the State:

- (i) Non-core posts shall not be covered under this policy. However, the competent authority may decide at any point of time to include non-core posts under this transfer policy by passing a specific order.
- (ii) The policy will remain in force till amended, revised or modified by the competent authority.
- (iii) There is no need of zoning/categorization of veterinary institutions as the number of Veterinary Institutions in the State is quite less.

#### 6. Merit Criteria for allotment of posting:

- (a) Merit for allotment of vacant post to a Veterinary Surgeon shall be based on the total composite score of points earned by the Veterinary Surgeon, out of 80 points as described below. The Veterinary Surgeon earning highest points shall be entitled to be transferred against a particular vacancy of choice.
- (b) Age shall be the prime factor for deciding the claim of a Veterinary Surgeon against a vacancy since it shall have weightage of 60 points, out of total points.
- (c) A privilege of another maximum 20 points can be availed by the Veterinary Surgeons of special categories as indicated below:
  - (A) **Age:** The first set of merit points will be the Age of the Government Veterinary Surgeon as enumerated below:

Sr. No.	Major Factor	Sub Factor	Max. Points	Criteria for Calculation
1	Age	Age on 31st March of Financial Year	60	Age in No. of Days ÷ 365 (maximum four decimal points only)

(B) **Special Factors: (Max. 20 Points)**

Sr. No.	Major Factor	Sub Factor	Max. Points	Criteria for Calculation
1	Gender	Female	10	10 points shall be given to all female Veterinary Surgeons
2	Special Category Female Veterinary Surgeons	Window/ Divorced/ Separated/ Unmarried female Veterinary Surgeon more than 40 years of age/ wife of serving in Military personnel/ Paramilitary personnel working outside the State.	10	All female of this category shall be given 10 marks only.
3	Special Category male Veterinary Surgeon	Widower who has not re-married and has one or more minor children and/ or unmarried daughter (s)	5	Eligible widowers shall be given 5 points only.
4	Differently abled persons	Vision	20	40% to 60% disability = 10 Marks above 60% to 80% = 15 Marks Above 80% = 20 Marks
		Locomotors	20	
		Deaf & Dumb	20	
5	Diseases "Debilitating Disorders" i.e. (a) Currently suffering from cancer; or (b) having undergone by-pass heart surgery; or (c) Kidney transplant; Or (d) currently undergoing dialysis	Self	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana). PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
6	Diseases of "Debilitating Disorders"	Spouse/ Unmarried Children	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana). PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
7.	Differently abled or mentally challenged children	Male/Female Veterinary Surgeon having mentally challenged 100% differently abled child	10	Male/ Female Veterinary Surgeons having mentally challenged or 100% differently abled children shall be provided maximum 10 points

8	Couple Case	Only applicable to females	5	Veterinary Surgeons Spouses working in any Department/ Board/ corporation under any State Govt. or Govt. of India.
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- (d) The Veterinary Surgeons, who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be given their choice of posting.

**7. Procedure to be adopted:**

- (i) Head of Department will seek preferences for choice of station from the eligible Veterinary Surgeons for transfer through approved web based application.
- (ii) The options once availed and confirmed by the Veterinary Surgeon shall be final and cannot be changed. In case of Veterinary Surgeons who exhaust their preferred choices, before posting them under 'Anywhere in the State' option, the department shall again seek their options against the remaining available posts at that point of time. Changes in the transfer software may be made accordingly so that they are not randomly posted too far away from their places of posting.
- (iii) In some cases, no option may be received for a "deemed vacancy". In such case, Veterinary Surgeon occupying that post will be allowed to continue in the institution for next one year or up to the next transfer drive, whichever is earlier if he / she opt for this.
- (iv) A Veterinary Surgeon who is due for superannuation within one year or less shall not be eligible to participate in the transfer drive unless he desires so.
- (v) Merit criteria for allotment of place of posting will be as per Para 6 above.
- (vi) All transfers shall be implemented within seven days of their issuance. The Treasury Officers concerned shall not draw the salary of the Veterinary Surgeons who have not complied with the orders.
- (vii) Within 15 days of issuance of orders, Veterinary Surgeon aggrieved with the transfer process can represent to the department after joining at the new place of posting, on a grievance redressal forum to be provided by the department for this purpose. His representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him/her as deemed fit. A Committee headed by the Deputy Commissioner and comprising of CMO and District Officer of the Department, may recommend deputation/temporary transfer of a Veterinary Surgeon after the transfer drive, on the basis of genuine and compelling reasons. A web portal should be provided for taking online applications from the Veterinary Surgeons for this purpose. The Committee will scrutinize such cases and send their recommendations to the Govt. which will be dealt under relaxation clause of the transfer Policy.
- (viii) Online general transfer due to completion of prescribed tenure of five years shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services Rules, 2016.

- 8. Bar against canvassing:** No Veterinary Surgeon shall canvass for his case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Para 7 above.

- 9. Appointment by direct recruitment/ repatriation:** Veterinary Surgeons taken in through direct recruitment/ repatriation shall be posted at the place of posting as per eligibility and availability. The fresh recruitment shall preferably be posted in rural areas for initial period of 5 years.

**10. Opportunity of option to certain categories:**

- (i) The following categories of Veterinary Surgeons will not be transferred unless they desire to participate in the transfer drive:
  - (a) Veterinary Surgeons having 12 months or less in retirement on the date of next transfer drive;
  - (b) unmarried female Veterinary Surgeons upon marriage;

- (c) married female Veterinary Surgeons upon divorce; or
- (d) widow or widower Veterinary Surgeons on the death of spouse;

They may participate in the next transfer drive after the event.

- (ii) After the transfer drive, the 'newly married' or 'recently divorced' female Veterinary Surgeons shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive being married, divorced or widowed and at that time they shall be adjusted at any of their top three choices against available vacant posts.
11. **Posting in remote area:** Incentive for serving on the choice of 'Anywhere in the state': If any Veterinary surgeon opts for 'anywhere in the state' and is thereafter posted in an office in Morni Hills Area or Nuh District against a vacancy for which no Veterinary surgeon has opted, he will be paid remuneration @ 10% of the Basic Pay + D.A during the period of said posting provided this incentive shall not be admissible in case of transfer in home district Nuh and Panchkula.
12. **Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Department in consultation with General Administration Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
13. **Power to relax:** Notwithstanding anything contained in the policy, the Administrative Secretary to Govt. of Haryana with the prior approval of the Chief Minister, Haryana shall be competent to transfer a Veterinary Surgeon to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

DR. RAJA SEKHAR VUNDRU,  
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Animal Husbandry & Dairying Department.